

Vacancy Announcement

Temporary Maintenance Worker
Office of the Adjutant General

Location: ND Veteran's Cemetery in Mandan, ND

Salary Range: \$14.00/hr

Closing Date: September 26, 2012

Position Number: 540-9999

Requisition Number: None

Status: Full-time, Temporary (No Benefits)

Type of Recruitment: Internal/External

Announcement Number: S22-12

NOTE: THIS INDIVIDUAL WILL BE BACKFILLING AS A TEMPORARY EMPLOYEE WHILE ONE OF OUR FULL-TIME EMPLOYEES IS DEPLOYED. THE INDIVIDUAL WILL BE EMPLOYED FOR 12 TO 18 MONTHS UNTIL THE SOLDIER RETURNS FROM HIS DEPLOYMENT.

Minimum Qualifications:

Requires a high school diploma or GED and two years of custodial or facility maintenance experience including tasks such as gardening, landscaping, grounds-keeping, etc.; or four years of custodial or facility maintenance experience including tasks such as gardening, landscaping, grounds-keeping, etc. Successful completion of the interview process, reference checks and background investigation.

Application Procedures:

Applicants must submit a cover letter, [State of ND Application for Employment \(SFN10950\)](#) and a detailed resume to Office of the Adjutant General, ATTN: Cindy Pazdernik, PO Box 5511, Bismarck, ND 58506-5511. National Guard members need to complete the AGND Form 2-98. Application materials may also be e-mailed to cynthia.pazdernik@us.army.mil or faxed to (701) 333-2067.

Application forms are available from any ND Job Service office, Human Resource Management Services, or on the web at www.nd.gov/hrms. **Application materials must be postmarked by the closing date.**

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must also include Form DD214 and a letter less than one year old from the Dept of Veteran's Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from the Dept of Veteran's Affairs indicating disability, or the veteran's death certificate.

Contact Cindy Pazdernik at (701) 333-2082 for more information or if you need accommodation or assistance in the application or interview process.

Summary of Work:

The incumbent for this position will provide a wide variety of manual and semi-skilled work associated with the ND Veteran's Cemetery. Duties include, but are not limited to the following:

- Perform building and equipment maintenance work such as rough masonry, plumbing, carpentry, minor electrical repairs, etc.; adjust and maintain ventilating fans; and inspect and clean filters, pumps and controls.
- Perform work on HVAC building systems.
- Supervise and participate in grounds maintenance to include mowing grass, trimming hedges, bushes and trees, removing snow, etc.; operate and maintain grounds support equipment.
- Perform routine work in planting, transplanting, fertilizing, spraying, watering, pruning, seeding, cropping, propagation and cultivation of grasses, bushes, trees, and other plants and shrubbery.
- Assist in maintaining underground sprinkling system.
- Perform custodial maintenance such as maintaining floors, windows, restrooms, and picking up trash and litter.
- Ability to operate heavy equipment to dig and square graves, perform snow removal, etc.
- In the absence of the Maintenance Supervisor perform supervisory duties of temporary or seasonal workers as assigned.
- Perform duties and responsibilities of the Maintenance Supervisor in his absence.
- Ability to lift 250 pound headstones in a team lift effort.
- Position requires bending, stooping, kneeling and working at different heights levels.
- Ability to work in all types of weather conditions.
- Working knowledge of Microsoft Office Suite.
- Perform other duties as required or assigned.
- Requires a high degree of written and/or verbal communication skills in dealing with other employees, clients, or the general public.

Equal Opportunity Employer:

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.